

STATE OF NEVADA

BRIAN SANDOVAL  
*Governor*

MICHAEL J. WILLDEN  
*Director*



RICHARD WHITLEY, MS  
*Administrator*

TRACEY D. GREEN, MD  
*Chief Medical Officer*

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

4150 Technology Way, Suite 300

Carson City, Nevada 89706

Telephone: (775) 684-4200 · Fax: (775) 684-4211

**DEPUTY ADMINISTRATOR, ADMINISTRATIVE SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
Salary to \$107,465 (employee/employer-paid retirement schedule)**

Under the general direction of the Division Administrator, the incumbent provides leadership and oversight of fiscal services, information technology, and human resources. Responsibilities include oversight and participation in: the development and administration of the division's budget; the administration of federal grant programs; planning for space; communication equipment and technological improvements; the development of organizational structure, staffing patterns and resource allocation; planning and implementation of IT initiatives; research and development of administrative policies, research and development of legislative proposals. Coordinates with various federal, state and local government agencies and stakeholders. Represents the division before various groups and committees. The agency has a biennial budget of approximately \$325 million and employs 1,612 staff. This is an unclassified position and serves at the pleasure of the Division Administrator, Division of Public and Behavioral Health. Statewide travel is required.

**QUALIFICATIONS:** A Bachelor's degree or Master's degree with major course work in public health, health services administration, social science, human services, business administration, public administration, or a related field and a minimum of four years' managerial experience which included experience in fiscal services, human resources, information technology or a related area and demonstrated knowledge and experience in strategic planning, project management, policy development, interpretation of federal and state laws and regulations, the legislative process, development and administration of a complex budget, representation of agency interests before a variety of entities, management of supervisory staff; OR an equivalent combination of education and experience.

**LOCATION:** The position is located in Nevada's capital, Carson City, with a population of 55,000; Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**SPECIAL NOTE:** All state employees are required to take 48 hours of unpaid furlough leave each fiscal year.

**TO APPLY:**

Submit resume to: Richard Whitley, Administrator  
Division of Public and Behavioral Health  
4150 Technology Way, Suite 300  
Carson City, NV 89706  
Telephone: 775-684-4217  
e-mail: [rwhitley@health.nv.gov](mailto:rwhitley@health.nv.gov)

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment.

Announcement will remain open until recruitment needs are satisfied.